## Manual Check Processing

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
</table>
| 1.   | Begin by navigating to the **Paysheet** page.  
      | Click the **Payroll for North America** link.  
      | ![Payroll for North America](image) |
| 2.   | Click the **Payroll Processing USA** link. |
| 3.   | Click the **By Paysheet** link.  
      | ![By Paysheet](image) |
| 4.   | Enter the desired information into the **Company** field. Enter a valid value e.g. "GBI". |
| 5.   | Click in the **Pay Group** field. |
| 6.   | Enter the desired information into the **Pay Group** field. Enter a valid value e.g. "KU7". |
| 7.   | Click the **Search** button.  
      | ![Search](image) |
| 8.   | Use the **Paysheet** page to enter a one-time deduction to take in the current pay period only, override an existing deduction, increase an existing deduction, refund a deduction amount, or increase or decrease an arrears payback. |
| 9.   | Click the **Add Row** button.  
      | ![Add Row](image) |
| 10.  | You can either enter or search for an employee **ID**.  
      | Enter the desired information into the **ID** field. Enter a valid value e.g. "KU0004". |
| 11.  | Click the **Manual Check** option.  
      | ![Manual Check](image) |
| 12.  | Click in the **Check #** field.  
      | ![Check #](image) |
| 13.  | Enter the desired information into the **Check #** field. Enter a valid value e.g. "001234". |
| 14.  | Click in the **Check Date** field.  
      | ![Check Date](image) |
| 15.  | Enter the desired information into the **Check Date** field. Enter a valid value e.g. "05/05/2004". |
| 16.  | Click the **OK to Pay** option.  
      | ![OK to Pay](image) |
| 17.  | Click in the **Reg Hrs** field.  
<pre><code>  | ![Reg Hrs](image) |
</code></pre>
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<tbody>
<tr>
<td>18.</td>
<td>Enter the desired information into the <strong>Reg Hrs</strong> field. Enter a valid value e.g. &quot;80&quot;.</td>
</tr>
<tr>
<td>19.</td>
<td>A <strong>State</strong> code must be specified for this process, where the employee claims residency.</td>
</tr>
<tr>
<td>20.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>21.</td>
<td>You have successfully completed the manual check processing procedure. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>